

PERSONNEL POLICY
Fauquier County, Virginia

	Section No.	Effective Date
Policy Title:	51	10/16/00
Travel Policy And Procedures		Supersedes Policy 07/01/00

I. PURPOSE

To publish uniform standards and regulations approved by official action of the Board of Supervisors (BOS)/School Board (SB) governing official and authorized travel by Fauquier County Government/Public School employees, members of boards, commissions and authorities engaged in Fauquier County business.

II. DEFINITIONS

- A. Authorized Travel: Travel to be performed by County/School employees which is reviewed and approved in the budget process and for which funds are included in the budget.
- B. Local Travel: All daily travel performed within the boundaries of Fauquier County by employees in accomplishing their assigned duties is considered local travel. Department Head/Constitutional Officer/Associate Superintendent/Principal/Supervisors will manage the allocation of available resources to accomplish local travel most efficiently and effectively throughout the year.
- C. Regional Travel: All daily travel to locations outside the boundaries of Fauquier County for the purpose of attending inter-jurisdictional meetings, training, or other official functions is considered regional travel. Regional travel requires Department Head/Constitutional Officer/Associate Superintendent/Principal/Supervisor approval.
- D. Extended Travel: All overnight trips to destinations outside Fauquier County to attend meetings, conferences, training, or other work related functions is considered extended travel.

III. GENERAL POLICIES

- A. Applicability: This policy on travel shall apply to all employees and members of boards, commissions, and authorities of Fauquier County who

adhere to the personnel policies and other administrative guidelines for Fauquier County Government/School Division as approved by the Board of Supervisors/School Board. Employees are not guaranteed attendance at conferences and training seminars. Department Head/Constitutional Officer/Associate Superintendent/Principal/Supervisor have the authority to approve or disapprove requests for conferences, training, seminars and other business travel. Supervisors are encouraged to provide these opportunities appropriately and fairly.

- B. Responsibility: Each employee and department head is expected to exercise sound and prudent judgement when arranging for, incurring and approving travel expenditures. Travel expenditures must not exceed a department's total travel budgetary allocation.
- C. Expenditure Limits: Expenditures for any individual employee to attend any single meeting, conference, training, seminar or other work related function shall not exceed \$1,000. The \$1,000 limit is inclusive of travel, registration and other costs associated with attending such work related functions.
- D. In those instances which may arise where funds for certain desired travel exceed the \$1,000 limit referenced in paragraph III.C, the requesting agency may make an appeal for an exception to policy. Such an appeal must demonstrate good cause and must be made through the County Administrator, to the Board of Supervisors.
- E. Hardship: Except for registration, per diem and advance conference fees, all travel payments shall be in the form of employee reimbursements unless prior approval for hardship cash advance is submitted to and approved by the County Administrator/Superintendent of Schools.
- F. Excessive Expenses: Persons traveling on official County/School business will exercise care in incurring expenses to minimize the cost to the County Government/School Division. Excessive and unnecessary expenses will not be reimbursed. Those with authority as specified in paragraph III.A above will determine if expenses are excessive.
- G. Joint Travel: When two or more employees travel to the same destination, maximum use shall be made of special group travel discounts, joint use of taxicabs and joint use of County/School-owned, leased or privately-owned vehicles. County Government/School Division strongly urges all employees to carpool, use commercial transportation, etc., where feasible.

- H. Gasoline Credit Cards: County Government/School Division-issued gasoline credit cards may be used with the following restrictions:
1. The card may only be used to purchase gas or oil and for emergency repairs when it is not practical to return to the County garage or have the vehicle towed to the County garage.
 2. The gasoline may only be charged to the card when it would not be practicable to return to the County pumps for gasoline.
 3. The card may not be used for food, drinks, cash advances, or items for personal use.
- I. International Travel. International travel (to locales outside the 48 contiguous United States) shall be subject to these policies and procedures and to the authorization of the County Administrator/Superintendent of Schools.

IV. POLICY ADMINISTRATION

The administration of this policy will be as follows:

- A. Board of Supervisors/School Board will adopt provisions of policy; set rates of reimbursement and make any significant alterations.
- B. County Administrator/Superintendent of Schools/Board Chairpersons (Library, Social Services, Park & Rec., etc.) will implement all provisions of this policy, authorize exceptions as permitted and make changes to operating procedures as necessary, and maintain this policy on file in the Office of the County Administrator/Superintendent of Schools.
- C. County Administrator/Superintendent of Schools/Board Chairpersons approval is required when more than one employee plans to attend an event that is outside of the Washington Metropolitan area and will involve overnight travel. This approval is required even if the employees are from different departments/schools.
- D. Finance Department will administer the policy (review policy for compliance, keep records, prepare advances and checks, note discrepancies, etc.).

Department Head/Constitutional Officer/Associate Superintendent/
Principal/Supervisor will budget all travel and will determine appropriateness of

- E. all travel undertaken by departmental/division staff. Not all daily travel will qualify for reimbursement under this policy due to unique circumstances within departments. Policies governing unique circumstances will be established at Department level.
- F. The County Administrator/Superintendent of Schools will make recommendations to the Board of Supervisors/School Board on all travel requests submitted through the budget process by Department Head/ Constitutional Officer/Associate Superintendent/Principal/Supervisor.

V. TRANSPORTATION

- A. Policy: It is expected that the most direct, practical and economical mode and route of travel is arranged and used. Transportation is paid only if it is reasonable and necessary to accomplish the County's business.
- B. County Vehicle: County vehicles should be used for day or overnight travel whenever possible.
- C. Personal Vehicle: Personal vehicles should be used for transportation for local, day or overnight travel only when a County vehicle is not available or use of a County vehicle is highly inconvenient. The rate of reimbursement is equal to the rate established by the State of Virginia (See Appendix 1). Payment is provided (at the employee's request) for travel in personal vehicles that are necessary during the course of a workday. The distance normally traveled from home to worksite (or the equivalent distance) is not payable. If an employee is required to go home and return to work, the department head, depending on circumstances, may approve mileage reimbursement. In the event of an accident the employee's insurance will be sole and primary. The County will reimburse the employee's deductible up to \$250.00.
- D. Commercial Transportation (Airplane, Rental Car, Taxicab, etc.): It is expected that the most economical and efficient mode and route of travel is used and that all travel is necessary to accomplish the County's business. Transportation should be shared by employees traveling together whenever possible. Rental cars may be used only when necessary for official purposes while traveling.

VI. LODGING

- A. Accommodations: Accommodations will be arranged on a single occupancy basis only, unless there is more than one County employee traveling and a room is being shared. Accommodations are arranged at (or closest to) the site of business.

A receipt for lodging expenses will be needed and must accompany the travel voucher to ensure reimbursement.

- B. Overnight: Lodging for overnight stays must be necessary and reasonable to accomplish the County's business. It is the Department Head/ Constitutional Officer/Assistant Superintendent/Principal/Supervisor's discretion as to what constitutes a legitimate need for overnight lodging.
- C. Non-Canceled Hotel Reservations: Employees will communicate travel plan changes to the hotel as soon as possible when a confirmed reservation is being held. Since hotels can charge for non-canceled reservations, these charges will not be reimbursed if the traveler is negligent in canceling those reservations.

VII. MISCELLANEOUS EXPENSES

- A. Allowed Expenses: Taxes and surcharges paid by the traveler for lodging will be reimbursed. Business telephone calls and facsimiles paid for by the traveler will be reimbursed. Tolls and parking fees are reimbursable. A receipt is required for reimbursement claims greater than \$10.00.
- B. Telephone Toll Charges: Toll charges are distinguished from local calls charged against the hotel bill. These charges must be stated on the reimbursement voucher with an explanation of why they were made. Employees are exhorted to use the County credit card available from Operations and Services Division in Support Services due to the high cost of connection charges levied by most hotels and motels.

VIII. TRAVEL APPROVAL

<u>Travel by:</u>	<u>Signature Approval</u>
Departmental Staff	Department Head/ Constitutional Officer
School staff	Principal/Supervisor
Department Head/ Constitutional Officer/Registrar	County Administrator/Dpty. County Administrator
Department Head (Library, Social Services, Parks & Rec., etc.)	Board Chairperson
Principal/Supervisor	Superintendent of Schools/Associate Superintendent
Outside U.S.	County Administrator/ Superintendent of Schools
Members of BOS/SB	Board Chairperson/Vice Chairperson
Members of Boards/ Comm. (Non-BOS/SB)	County Administrator/ Superintendent of Schools
County Administrator/County Attorney	Chairperson, BOS
Superintendent of Schools	Chairperson, SB
Court System Personnel	Chief Judge of applicable court

IX. PER DIEM ALLOWANCES FOR MEALS

A. General. Employees will be compensated for meals consumed during official travel as indicated below.

1. Local and Regional Travel. An employee will be reimbursed for meals, tips and incidental expenses through the per diem rate set out in

Appendix 1 of this policy. The amount of per diem depends on the time period of travel:

- a. Breakfast: generally from 6:00 – 10:00 AM
- b. Lunch: generally from 11:00 AM – 2:00 PM
- c. Dinner: generally from 5:00 – 9:00 PM

Note: Not all travel will qualify for reimbursement. See paragraph IV.E above.

2. Extended Travel. An employee is eligible for per diem at a flat rate per day for the cost of meals, tips and incidentals for each full day of travel. For per diem allowances, travel begins on the day an employee leaves the place of abode, office or other point of departure and ends on the day the employee returns to the place of abode, office, or other departure point. For partial days, while enroute to or returning from overnight travel, an employee will be reimbursed as stated in paragraph 1 above.

3. Exceptions. When it can be determined factually that the standard per diem rates are not appropriate for the particular travel location, the official responsible for directing travel should seek authority to prescribe a fixed per diem at a rate different from the standard rate. Such authority must be requested and approved by the County Administrator/Superintendent in advance of the travel.

B. Non-reimbursable Meals. An employee will not be eligible for per diem or reimbursement at the maximum daily allowance for meals when any or all meals are furnished as a condition of travel. If all meals are provided on a given day(s), the employee will not receive per diem for that day. If less than three meals are furnished, the employee will receive the amount specified for the non-included meal(s). The number of reimbursable meals will be indicated on the Per Diem/Reimbursement Voucher along with the date the meal(s) was (were) consumed. Non-reimbursable meals are defined as:

- 1. Any meal included in a registration or conference fee ultimately paid by the County; or
- 2. Any meal furnished at no cost to the employee by a school or vendor while attending a course of instruction if the cost of the meal is ultimately paid for by the County as part of the cost of instruction; or

3. Any meal furnished by an airline where the cost of the ticket is paid for by the County; or
4. Any meal furnished by a private individual or firm that serves to replace a meal(s) that would normally be funded as part of the per diem.
5. For the purposes of this policy continental breakfast and heavy hors d'oeuvres are not classified as non-reimbursable meals. For example, a traveler will be reimbursed for breakfast even if a continental style meal is provided by the hotel.

Appendix 1 to County Travel Policy

PER DIEM RATES (Effective July 1, 2000)

- I. **Mileage:** \$.325 per mile.
- II. **Meals:**
 - A. **Daily Meal Rates:** Breakfast-\$10.00, Lunch-\$12.00, Dinner-\$23.00
 - B. **Daily Per Diem:** \$45.00